

15 April 1954

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REGULATION

PERSONNEL

PROMOTION

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Rescissions: (1) CIA Regulation  
(2) CIA Regulation (1) and (3)

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1. GENERAL

O.K.  
This Regulation states policies and procedures applicable to the promotion of employees (staff employees and staff agents) up to and including grade GS-15. It does not apply to promotions involving grades GS-16, 17 or 18, or to the promotion of employees compensated in accordance with Wage Board, CPC, or Negotiated Wage Schedules.

2. POLICY

*Criticism to be omitted*  
a. It shall be the policy that whenever a position vacancy exists, every person in the Agency at the same or next lower grade possessing the required talents and skills for the position be accorded consideration for selection to the position. The promotion of Agency employees will be based on consideration of their qualifications and demonstrated abilities in relation to Agency needs. Every effort will be made to fill newly created or vacant positions by the promotion or reassignment of qualified Agency employees before external recruitment is undertaken.

(1) Employees who have completed the minimum Agency experience

requirements specified herein, will enter the zone of consideration

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year thereafter.

- Controversial  
Yield on  
underlined*
- (2) An employee who is in the zone of consideration for promotion will be promoted only after his qualifications for the ~~promotion~~ position have been compared with and found superior to those of all other ~~similarly~~ qualified employees of the same grade ~~and~~ ~~that~~ position in the zone of consideration.

- (3) Promotions will be limited to one grade except where double-grade stages have been established as the normal progression within the grade range GS-5 through GS-11.

3. DEFINITIONS

a. OPERATING OFFICIALS

Operating Officials as used herein include the Assistant Directors of the Office of the Deputy Director (Intelligence), the Chiefs of Administrative Offices of the Office of the Deputy Director (Administration), the Chiefs of Senior Staffs and Area Divisions of the Office of the Deputy Director (Plans), the Director of Training, the Assistant Directors for Communications and Personnel.

b. HEADS OF CAREER SERVICES

Heads of Career Services as used herein refers to those officials who are so designated in Regulation [REDACTED]

4. RESPONSIBILITIES

a. SUPERVISORS

Supervisors at all levels are responsible for considering the promotion of employees under their jurisdiction and for making recommendations to Operating Officials concerning the promotion of individual employees

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## b. OPERATING OFFICIALS

(1) In those cases when an employee's career designation corresponds to the organizational component where he is assigned, the Operating Official who heads that component has ~~complete~~ <sup>actions</sup> responsibility for reviewing and ~~approving~~ <sup>recommending</sup> promotion ~~requests~~ and submitting them to the Assistant Director for Personnel. ~~for final approval and action.~~ Promotion requests which are not favorably considered by the operating official need not be submitted to the Assistant Director for Personnel.

(2) In those cases when an employee's career designation does not correspond to his assigned organizational component, the Operating Official who heads the component to which the employee is assigned will ~~submit the promotion recommendation to the Assistant Director for Personnel for final approval and action after obtaining the concurrence of the head of the employee's career service.~~ review promotion requests and recommend action to the head of the employee's career service. The head of the employee's career service will review such requests and recommend action to the Assistant Director for Personnel.

*Controversial  
omit*

## c. HEADS OF CAREER SERVICES

The head of each career service or his duly appointed designee is responsible for insuring, in coordination with Operating Officials, that all employees of that Career Service are considered for promotion in accordance with the provisions of this Regulation.

## d. THE ASSISTANT DIRECTOR FOR PERSONNEL

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The Assistant Director for Personnel is responsible for:

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- (1) Continuous evaluation of the Agency's promotion program,
- (2) Assisting officials at all levels in carrying out their responsibilities in accordance with this Regulation,
- (2) Reviewing all promotion requests and finally approving these promotion actions which comply to the provisions of this Regulation*
- (3) Reviewing all promotion requests originating in one organizational component against all individuals in the promotion zone of consideration of all other organizational components. If it can be demonstrated that an individual in another organizational component possesses superior talents and skills to those of the individual recommended, the Assistant Director for Personnel, or his designee, will acquaint the recommending office with the pertinent facts. For good and sufficient reasons, stated in writing, the Assistant Director for Personnel may withdraw the substitute recommendation and process the original request. In the case of conflicting views, however, the matter will be referred to the Deputy Director of Central Intelligence for resolution.
- (4) Recording and disseminating the qualification requirements of all Agency positions to be used as the basis for reviewing promotion requests.

## 5. PROMOTION REQUIREMENTS

## a. AGENCY EXPERIENCE REQUIREMENTS

An employee will enter the zone of consideration for promotion when he

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has served in his current grade for the appropriate period as indicated below.

<u>Current Grade</u>	<u>Months of CIA Experience</u>
GS-1 through 6	6
GS-7 through 11	12
GS-12 and 13	18
GS-14	24

The Office of Personnel will furnish the head of each career service a monthly listing of all members of the career service who have entered the zone of consideration.

b. EXISTENCE OF A SUITABLE POSITION

Formal action requesting the Assistant Director for Personnel to promote an employee will be initiated only when a position of higher grade is available through:

- (1) The existence of a vacancy in an established T/O position,
- (2) The establishment of a new T/O position,
- (3) The reclassification of the employee's current position in recognition of an increase in his duties and responsibilities.

c. QUALIFICATIONS AND DEMONSTRATED ABILITY

An employee must be fully qualified to perform the duties of the position to which his promotion is recommended. Promotions will be based on the employee's qualifications or demonstrated ability to perform work of a higher grade (as evidenced by a current Personnel Evaluation Report of official record.) When an employee is being considered for promotion to a position covered by a position standard published in

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Handbook [REDACTED] the qualification requirements contained therein will be used as a basis for evaluating his qualifications.

## 6. PROCEDURES

Promotion recommendations will be prepared on Standard Form 52, "Request for Personnel Action", in accordance with the instructions in Handbook

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## 7. EXCEPTIONS

Any exceptions to the policies, requirements or procedures in this Regulation will be requested of the Assistant Director for Personnel in a memorandum of justification attached to Standard Form 52. If the exception involves promotion to a grade higher than <sup>GS-13</sup> ~~GS-11~~, the Standard Form 52 and the attached memorandum will be routed to the Assistant Director for Personnel through <sup>or his designee or his Senior Civil Service Board</sup> the appropriate Deputy Director, for his indorsement. The Assistant Director for Personnel will finally approve or disapprove recommendations for exception, subject to the review only by the Director of Central Intelligence. Exceptions will be made only when it is clearly established that:

- a. An employee was initially employed at a grade below that for which he was qualified; or
- b. An individual is properly qualified for promotion based partly on his experience (~~in government~~) prior to his entry on duty; or
- c. Such exception is necessary to recognize and utilize an employee's outstanding ability.

S-E-C-R-E-T

21 April 1954

Change to Proposed Regulation [REDACTED]  
Suggested by COA-DD/P

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1. Eliminate paragraph 3a.
2. For paragraph 4a and 4b(1) and (2), substitute the following:
  4. RESPONSIBILITIES
    - a. Supervisors at all levels are responsible for considering the promotions of employees under their jurisdiction and for making recommendations to heads of Career Services, through normal command channels, concerning the promotion of such employees, according to the provisions of this Regulation.
    - b. Heads of Career Services are authorized to either recommend promotions to the Assistant Director for Personnel or to disapprove such recommendations and return them to the initiating activity.
    - c. Appeals from unfavorable action by the heads of Career Services may be made by the chief of the initiating activity to the Senior Career Service Board of the component concerned (DD/I, DD/A, DD/P) or where no such Board exists, to the Assistant Director for Personnel.

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- d. The fact that a promotion action is recommended  
constitutes a certification by the <sup>supervisor</sup> ~~Operating General~~  
and/or the head of the Career Service involved that  
the individual is considered to be the best qualified  
of those within the zone of consideration.